

DEADLINE CHECKLIST

SHOW MANAGEMENT FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
October 10, 2023	Congress Pocket Pal Advertising Form	Marketing Opportunities	_____
October 10, 2023	Congress Pocket Pal Company Listing	Marketing Opportunities	_____
October 10, 2023	Industry Education Application	Marketing Opportunities	_____
October 10, 2023	Special Events and Sessions Advertising Form	Marketing Opportunities	_____
November 25, 2023	Special Function Request Form	SCCM Forms	_____
Multiple dates	Advertising Agreement Form	Marketing Opportunities	_____
December 20, 2024	Registrant Mailing List	Marketing Opportunities	_____
January 3, 2024	Door Drop Materials Due	Marketing Opportunities	_____
January 5, 2024	Medical Waste Form	SCCM Forms	_____
January 5, 2024	Sketch or blueprint of layouts for Peninsula and Island booths	General Information	_____
January 5, 2024	Intent to Use a Non-Appointed Contractor	General Information	_____
January 15, 2024	Give-away and Drawing Form	Marketing Opportunities	_____
No deadline	Exhibitor Badge	SCCM.org/expo	_____

DEADLINE CHECKLIST

GLOBAL EXPERIENCE SPECIALISTS (GES)/CONTRACTOR FORMS

<u>Deadline Date</u>	<u>Action Item</u>	<u>Section</u>	<u>Complete</u>
December 18, 2023	Phoenix Warehouse Shipments Begin	GES Order Forms	_____
December 19, 2023	Electrical Order Discount Deadline	GES Order Forms	_____
December 29, 2023	Exhibitor Signage & Rigging Order Form Advance Price Deadline	GES Order Forms	_____
December 29, 2023	Furniture, Labor, Carpet, Cleaning, Rigging & Electrical Discount Deadline	GES Order Forms	_____
December 29, 2023	Hanging Sign Warehouse Shipment Deadline	GES Order Forms	_____
December 29, 2023	Internet Order Discount Deadline	GES Order Forms	_____
January 5, 2024	Catering	GES Order Forms	_____
January 16, 2024	Shipments to the Advance Warehouse End	GES Order Forms	_____
January 19, 2024	Direct Shipments Begin	GES Order Forms	_____